

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM					
UNCLASSIFIED		CONFIDENTIAL		SECRET	
<b>OFFICIAL ROUTING SLIP</b>					
TO	NAME AND ADDRESS	DATE	INITIALS		
1	Director of Personnel	4 SEP 1971	PF		
2	DDP	24 Sept	W		
3	DDP/SP				
4	C / BSO				
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ACTION		DIRECT REPLY		PREPARE REPLY	
APPROVAL		DISPATCH		RECOMMENDATION	
COMMENT		FILE		RETURN	
CONCURRENCE		INFORMATION		SIGNATURE	
<b>Remarks:</b> <p>May we have an interim response to the Ex this question by 30 Sept? Thanks.</p> <p>W. B. L. 27 September 71</p>					
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FROM: NAME, ADDRESS AND PHONE NO.					DATE
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UNCLASSIFIED		CONFIDENTIAL		SECRET	

UNCLASSIFIED		CONFIDENTIAL		SECRET	
OFFICIAL ROUTING SLIP					
TO	NAME AND ADDRESS		DATE	INITIALS	
1	The Director		22 SEP 1971	<i>[Handwritten initials]</i>	
2	The Executive Director		22 SEP 1971	<i>[Handwritten initials]</i>	
3	<i>DDS</i>		<i>9-23-71</i>	<i>[Handwritten initials]</i>	
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<input checked="" type="checkbox"/>	ACTION		DIRECT REPLY		PREPARE REPLY
	APPROVAL		DISPATCH		RECOMMENDATION
	COMMENT		FILE		RETURN
	CONCURRENCE		INFORMATION		SIGNATURE
Remarks:					
<p><i>How about the Special Achievement Award?</i></p> <p><i>[Handwritten signature]</i></p>					
FOLD HERE TO RETURN TO SENDER					
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# National Civil Service League



September 20, 1971

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Honorable Richard M. Helms  
Director  
Central Intelligence Agency  
Washington, D.C. 20505

Dear Mr. Helms:

Please accept this most cordial invitation to nominate outstanding employees for two types of awards at the League's 1972 program -- the League's Career Service Award, and the new Special Achievement Award. The NCSL Career Service Awards Program is well known, and, in fact, will be celebrating its 18th anniversary. In turn, the Special Achievement Award is an innovation for 1972 to pay tribute to a separate group of employees who have made unique, noteworthy contributions to the public service.

The entire public service benefits greatly from this awards program, and we look to your leadership to assure that top quality candidates are nominated. Nominations are open to all personnel, men and women -- including field staffs. As all grades and occupations are eligible, we hope that you will give consideration to the full range of your personnel.

Announcements will be delivered to your personnel office by Richard Brengel, Director of the Civil Service Commission's Office of Incentive Systems. Nominations are due at the National Civil Service League by December 1, 1971, and we look forward to your early response.

The Career Service Awards Banquet will take place on April 28, 1972, and we hope you will be able to attend as our honored guest.

Sincerely,

*Mortimer M. Caplin*  
Mortimer M. Caplin

MMC/cjs

Nomination for

Special Achievement Awards

hereby nominated

the

National Civil

Service League

Special Achievement

Award.

Signature of Agency Head

*please attach to nomination*

Approved For Release 2001/07/12 : CIA-RDP84-00313R000200270006-5

## Special Achievement Awards To:

- Stimulate able young people to choose government careers.
- Encourage all in government to pursue excellence
- Promote public appreciation of quality in government
- Honor career civil servants for significant contributions

NATIONAL CIVIL SERVICE LEAGUE  
1825 K Street, N. W.  
Washington, D. C. 20006

(202) 833-1450

# Special Achievement Awards

## Annual Presentation Honoring Career Public Service

National Civil Service League

## INSTRUCTIONS TO AGENCIES NOMINATING A SPECIAL ACHIEVEMENT AWARD CANDIDATE

Agency and department heads are invited to nominate candidates. Men and women in all grades and occupations, in the field, overseas, and in the departmental service are eligible. Nominees must meet the "Basis of Selection" criteria established in this announcement. The nominee must have made some special achievement, or produced work bearing his or her personal mark—work which has brought credit to the agency and to the public service. Exceptional contributions—even in the early years of service—will be considered.

**WHAT TO SUBMIT:** Each agency and department head may nominate one candidate by submitting before December 1:

1. **WRITTEN STATEMENT:** four copies; no more than five pages long containing:
  - A. Justification in detail for the nomination in terms of the primary considerations noted in the "Basis of Selection"
  - B. Human interest factors especially related to the candidate's achievement that would give insight into the candidate's character and assist in promulgation of widespread publicity on the candidate's selection
  - C. Comments on the candidate's participation in professional, social and civic activities and organizations
2. **PICTURES** of the candidate: four 8" by 10" glossy prints.
3. **SUMMARY STATEMENT:** 50 copies (original must be signed by agency head) preferably one page long, but two pages will be accepted—organized as indicated below:
  - Name, title and grade
  - Business address and phone no:
  - Residence address and phone no.
  - Education and degrees (including names of schools)
  - Length of service
  - Marital status
  - Date and place of birth
  - Chronological synopsis of government service (include title and government organization)
  - Brief statement setting forth in summary the achievement(s) which qualify the candidate for consideration, and indicating the agency head's primary reason(s) for submitting candidate's name.
4. **NOMINATION FORM** found in this leaflet, to be signed by head of agency.

**NOTE:** The Career Service Award is presented, as well as the Special Achievement Award, at the National Civil Service League yearly awards event. Agencies and departments may submit one nomination for the Special Achievement Award, and one nomination for the Career Service Award. Both nominations must be submitted by December 1. See the folder on the Career Service Awards for nomination form.